CONFIDENTIAL
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160090-1

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Schedule of Encumbrances

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [X] FINANCE

4. NO. OF COPIES PREPARED
3 for each of 3 FYs a total of 9

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Monthly

6. DISTRIBUTION (No. of components not number of copies)
2

7. FORMAT (memorandum, form computer print-out, etc)
computer print-out

8. ADP PROCESSING: [X] YES [ ] NO IF YES GIVE ADP PROCESSING NO. 3016

9. DIRECTIVE AUTHORITY REQUIRING REPORT
25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)
OP/B&F

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Status of Funds

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	6.30		1		6.30		12		$75.60

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $75.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

See item #9.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS STAT

16. DATE OF INVENTORY
9 Oct 1970

17. [redacted] ISHING INFORMATION
[redacted] AEXO/OP

18. EXTENSION

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Classification

FORM 21-C (22-36-43)